



CLERKS OFFICE RECORDS REQUEST FORM

Date of Request _____

Name of requestor:	
Address:	
City State Zip:	
Email Address:	Phone Number:
Amount enclosed: \$	cashier check, money order, or law firm check only

I prefer to receive these records in the following format:

<input type="checkbox"/> Paper Copies	(\$0.50 per page)
<input type="checkbox"/> Email Copies	(\$0.25 per page)
<input type="checkbox"/> Certified Copies	(\$5 first pg \$1 subsequent pg / per doc)

Costs for copies - RCW 36.18.016(4) & (11):

Document Requested	Case Number or involved parties	Sub # (If Known)

\$30 Search Fee may apply to requests with no case number

- I am requesting the complete file.**
Large file requests may require prepayment
- Email copies to (if different from above)** _____
- Hold Copies for pick-up**
- Return Copies by Mail:** a preview cost quote will be provided to the requestor.
- Place copies in pick up file (Law firm / courier)** _____

Use this form for copy request by mail, fax, or email. Payment for copies at the time of pickup is required. Prepayment may be required for large or complex orders. For mailed or emailed copies payment in advance is required before mailing. You can receive a cost quote from our staff via email or phone.

Clark County Clerk's Office
P.O. Box 5000
Vancouver, WA 98666-5000

email form to: copyrequests@clark.wa.gov

Requests using this form should include a **cashier's check or money order (no personal checks or EFT payments)** in the appropriate amount **and an envelope large enough to accommodate the copies you**

OFFICE USE ONLY

PNP # _____
 Check # _____
 Amount Paid \$ _____
 Date complete _____
 Clerk _____

A mailing fee may apply if envelope not included
 A credit Card user fee will apply